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# City of Cambridge

## PURCHASING DEPARTMENT

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Design & Construction

**TO: All Bidders**

**FROM: City of Cambridge**

**DATE: September 29, 2021**

**RE: File No. 9942 – Request for Qualifications for Planning and Urban Design Services–  
Addendum No. 1**

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**The following questions were asked and answered:**

**Question:** Is the City looking for complete teams to submit who can cover all bases in the scope, or for individual firms that they may pair up later?

**Answer:** The City is looking for complete teams who can cover all bases in the scope.

**Question:** Is the CDD looking for a complete team to cover all scope of all services? or may individual consultants submit their qualifications?

**Answer:** CDD is looking for a complete team to cover all scope of all services.

**Question:** Will CDD assign work orders directly to the Consultant team at their discretion? Or will a qualifications-based or fee-based proposal be required for award of assignments?

**Answer:** The City will solicit fixed hourly rate fee proposals from all firms awarded contracts as a result of this RFQ. As projects arise the Purchasing department will solicit proposals from firms. Individual project contracts for fixed fee amounts will be awarded to the successful proposal who best addresses the scope of work for that project. The City will utilize the contracts at the City's preference. An award of a contract as a result of this RFQ does not guarantee that the City will utilize the Consultant's services. The payment and performance obligation for each succeeding year of the contract will be subject to appropriation and availability of funds.

**Question:** Can the Consultant decline work orders?

**Answer:** Yes



**Question:** When does CDD envision the first work orders might be assigned to the selected Consultant team(s)?

**Answer:** We expect to assign a number of small projects throughout the contract year, starting immediately.

**Question:** May consultants participate on more than one proposing team? May a consultant submit both as a prime consultant and as a subconsultant to another firm?

**Answer:** Yes consultants may participate on more than one proposing team. No a consultant may not submit both as a prime consultant and as a subconsultant to another firm.

**Question:** Upon selection for a specific project or contract resulting from the on-call, may we build out a subconsultant team that fits the specific needs of that project? Or are we restricted to only working with the team identified in the original proposal? If we are able to add subconsultants, what will this process look like?

**Answer:** No, all subconsultants for this scope of the RFQ must be identified at time of interview.

**Question:** Roughly how much lead time will the Consultant team have prior to the assignment of work orders?

**Answer:** Proposals typically have a 2 week turnaround time for each project.

All other details remain the same.

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